

## **APPENDIX A-4**

### **National Archives and Records Administration Memorandum: Government Information Locator Service and Privacy Act Notices**



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\*\* Last update 8/23/95 (lbw) \*\*\*

#### GILS/PRIVACY ACT NOTICES MEMO

This memo from the National Archives and Records Administration's Office of Records Administration has been sent in paper form to Federal agency Records Managers and Information Resource Managers.

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#### MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Government Information Locator Service and Privacy Act Notices

In December 1994 OMB issued Bulletin 95-01, establishing the Government Information Locator Service (GILS). The bulletin lists three categories of information resources that are to be described on GILS: automated information systems, Privacy Act systems, and information dissemination products.

There has been considerable concern expressed by many Federal agencies about the requirement to describe Privacy Act systems on GILS. Agencies already have the responsibility under the Privacy Act to identify their Privacy Act systems through notices in the Federal Register. Agencies consider the responsibility to describe Privacy Act systems on GILS as well as in the Federal Register to be redundant.

We discussed this dual reporting responsibility with OMB and we have agreed that it is an unnecessary burden for agencies to describe by the end of 1995 all of their Privacy Act systems on GILS. As an alternative to describing the systems on GILS, we have entered into an agreement to have the Federal Register Privacy Act notices made available on GPO Access, a Z39.50 compliant server. OMB has agreed that this will fulfill agencies' responsibility for describing their Privacy Act systems on GILS for 1995.

Accordingly, agencies are not required to describe their Privacy Act systems on GILS in 1995. However, we suggest that each agency create one GILS record to indicate to users that their Privacy Act systems are described on GPO Access.

This is an interim solution to the dual reporting requirement. We will continue to pursue an appropriate long-term solution for 1996 and beyond.

Any questions or comments concerning GILS may be directed to our GILS information line. The telephone number is 301-713-7100, ext. 255. Internet inquiries may be sent to GILS@ARCH2.NARA.GOV.

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[Available: URL: <<http://gopher.nara.gov:70/0/managers/gils/gilsni.txt>>]

